

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES  
MARCH 11, 2022  
SUBJECT TO APPROVAL**

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held on March 11, 2022. The meeting was called to order by Chairperson Sandee Fleet at 8:04 a.m. In attendance were Vice Chair Cheryl Cook, Commissioners Deborah Clifford and Oliver Dickins, Executive Director, Melissa Green and Housing Administrator, Christine Winters. Board of Selectman liaison, Amber Abbuhl was absent. The Board was notified of Commissioner Ron Anastasio's passing.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited. After, Chairperson Fleet asked for a moment of silence in honor of Commissioner Anastasio.

**PUBLIC AUDIENCE**

No one from the public attended this meeting.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the February 11, 2022 Regular Meeting were reviewed by the Board. Commissioner Clifford made a motion to accept the minutes, seconded by Vice Chair Cook. All voted in favor, motion carried.

**BOARD OF SELECTMAN LIAISON REPORT**

Liaison Abbuhl was not present at the meeting, she did however email the Executive Director to inform her that she did not know this was an in-person meeting and not Zoom.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director gave an update on the vacancies, resident activities, COVID, the FY21 Audit and the status of the software conversion. The Executive Director also mentioned that the Virginia Connolly Residence will be receiving new refurbished washers and dryers, the dryer vents were cleaned and the laundry room will be painted prior to the arrival of the new machines.

The Executive Director also spoke to the Board about purchasing an Amazon Prime account so that the residents could continue to watch movies and that currently they were using her Prime account. The Board approved this request and also thought it would be best to purchase a smart TV instead of using an Amazon Fire TV Stick.

**OCCUPANCY REPORT**

The Housing Administrator provided an update on the vacancies. As of February 28<sup>th</sup> there were four vacant units at the Dr. Owen L. Murphy Apartments. Ms. Winters informed the Board that she has an applicant who will be moving in this month.

As of February 28<sup>th</sup> there were five vacant units at the Virginia Connolly Residence. Ms. Winters informed the Board that she had two applicants, who have already signed leases, moving in this month.

**ESTABLISHING A 501(c)3**

The Executive Director informed the Board that she had had a conversation with a tax attorney about establishing a 501(c)3. She said that according to the attorney, creating this non-profit was a viable plan in order to accept donations to address the capital needs of the property. The Executive Director spoke about the process and pricing. Vice Chair Cook mentioned that she had been speaking with other non-profit agencies in town to obtain more information.

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**COMMUNICATIONS**

The Executive Director said that there were no communications received.

**EXECUTIVE SESSION TO DISCUSS EMPLOYEE REQUEST**

At 8:55 a.m. a motion was made by Vice Chair Cook, seconded by Commissioner Clifford to enter into Executive Session to discuss the Executive Director position. The Board invited Ms. Winters to be there. At 9:40 a.m. a motion was made by Commissioner Clifford, seconded by Vice Chair Cook to come out of Executive Session. No votes were taken.

A motion was made by Chairperson Fleet to appoint Christine Winters as the interim Executive Director, seconded by Commissioner Clifford. Vice Chair Cook voted in favor, Commissioner Dickins abstained, motion carried.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Commissioner Clifford, seconded by Vice-Chair Cook to adjourn the meeting. All voted in favor, motion carried. The meeting was adjourned at 9:45 a.m.

Submitted by,

Melissa A. Green  
Executive Director/Secretary